

## DCF Flextime Guide

Flextime is an arrangement that allows an employee to alter the start and end times of their workday between the hours of 8:00 a.m.– 8:00 p.m. Saturday through Friday.

**The following factors shall be taken into consideration with the request for Flextime arrangements:**

- 1) **Flextime arrangements shall not adversely affect the operations of the Department, employee work performance, staffing patterns, or the health and safety of staff.**
- 2) Flex schedules shall be developed in collaboration with supervisory staff. Supervisors shall ensure that employees work a minimum of 7 or 8 hours per day, 35 or 40 hours per week and 70 or 80 hours per pay period. Employees may not incur overtime without prior permission.
- 3) The plan shall outline a regular schedule for worker supervisory conferences.
- 4) The plan is to be submitted to the Cost Center Manager and shall be signed by the worker and the direct supervisor and is only relevant/applicable to that specific office.
- 5) The employee must be willing and able to alternate their work hours as requested by the supervisor or Cost Center Manager to attend to operational needs. There may be times when they will be required to work outside of scheduled flextime work hours. When developing the Flextime schedule, staff must account for mandatory activities that will require their participation including but not limited to:
  - a) Fiscal year end obligations;
  - b) Attendance at legal proceedings;
  - c) Required meetings;
  - d) Scheduled trainings; and/or
  - e) Circumstances as determined by the Cost Center Manager
- 6) Approvals shall be processed on a first-come, first served basis in consideration of operational needs and in case of a tie, state seniority shall be applied.
- 7) An employee's Flextime arrangements shall be approved for a minimum of four (4) pay periods and shall be reviewed by supervisor/Cost Center Manager to ensure there is equity and employees have an opportunity to participate in the program.
- 8) The Department may discontinue, temporarily suspend, or alter the schedule if business needs change, service is impaired, or there is a change in law or policy.
- 9) Questions about implementation of the Flextime policy should be directed to the DCF Office of Human Resources at [dcfhumres@dcf.nj.gov](mailto:dcfhumres@dcf.nj.gov).